

14 January 1964

MEMORANDUM FOR: Assistant Director, Central Reference

REFERENCE : Your memo dated 9 January 1964, same subject

SUBJECT : Printing Services

1. Since the Printing Services Division has not defined its priority categories in terms of delivery time, we have assigned our printing requirements to the category which we thought ~~was~~^{was} appropriate in terms of our imposed deadlines.
2. Category III-E Routine (Programmed) - No Graphics.
 - a. Intelligence Publications Index. Published monthly. 610 copies of each issue with a 75 page average per issue. The Document Division deadline is one week - delivery is usually 2-5 days late. The semi-annual issue is also printed in 610 copies with an average of 400 pages per issue. Document Division deadline one week - delivery some 10 days late. Semi-annual issued with green cover.
 - b. Intellofax Mats. Some 500-600 mats sent to PSD daily. No deadline - however, delivery of intellofax cards made to MD/OCR some 3 days later. Different format - 3 x 5 mats.
 - c. Dictionary - 2 Tag. (Subject Problem Entries) Published every 6 months. 64 copies printed with an average of 594 pages per copy. No deadline - however, the supplements are received from MD/OCR before the basic is received from PSD. Different format. 9 x 12 pages.
 - d. Dictionary - 3 Tag. (Organizations) Published every 6 months. 47 copies printed with an average of 583 pp. No deadlines. Different format - 9 x 12 pages.
 - e. Dictionary - 3 Tag. (Country) Published every 6 months. 23 copies printed with an average of 1,508 pages. No deadline, however, the last order of the 3 Tag Dictionary (both the Organizational and Country) was placed with PSD in June and delivery was made in December. This long delay is making it necessary to turn to MD/OCR for future printing of the basic issue 3 Tag Dictionary as a machine listing.

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3. Category IV - E Routine (Ad Hoc) - No Graphics.

- a. Intelligence Subject Code. Published approximately every 1 to 2 years. 1,000 copies are printed. No deadline. Issued with hard covers.
 - b. Large, hard copy documents, and microfilm attachments to information reports which require additional copies for dissemination requirements are submitted to PSD for reproduction. Average volume of this traffic is 650 pages per month. Deadline given is normally 5 working days. Items are received back from PSD in 8-10 working days. Different format - microfilm attachments.
 - c. NSCID's and DCID's (Revisions). Number of copies vary from 400 to 1,400 with an average of 3-4 pages per revision. Deadline - one working week.
4. Special Dissemination Section reproduction requirements are handled by the PSD on the 7th floor. The volume is negligible, but that work which is done would fall into Category IV E Routine (Ad Hoc) - No Graphics.

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Chief, Document Division